



- **✓** Be sure you have a problem, not just a peeve.
- ✓ Give your chain of command a chance to solve the problem. (Many problems will be referred to the chain of command for resolution.)
- ✓ If IG assistance is needed, contact your local IG first. (IG's at higher commands will normally refer the case to the local IG for action.)
- ✓ Be honest and don't provide misleading information. (IGs work to uncover all relevant facts and there are penalties for knowingly providing false information.)
 - ✓ Keep in mind that IGs are not policy makers.

 (If a policy is flawed you can submit proposed change on a DA form 2028 or AF form 847.)
- ✓ Keep in mind that IGs can only recommend, not order a resolution.

 (Only Commanders can issue orders; the role of the IG is to advise the Commander.)
- Remember IGs can only resolve a case on the basis of fact. (Claims must be supported by evidence.)
- ✓ Don't expect instant action on your request...be patient. (Investigations take time, IG's focus on getting the facts correct versus expedient resolution and IGs tend to have heavy workloads.)
- ✓ Be prepared to take no for an answer. (In any case "Yes" or "No", the IG will explain why.)